

# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



Thank you for being a part of the Capital District. We are excited that you have committed to a Leadership position for the 2021 – 2022 calendar year. The District has prepared additional materials to aid you in your transition. We hope this information is helpful and can be used to supplement the online training provided by Kiwanis International.



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**Kiwanis**  
CAPITAL DISTRICT

**OCTOBER 1, 2021**



# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



## CAPITAL DISTRICT KIWANIS

The Capital District of Kiwanis International (composed of all the Kiwanis Clubs in **Delaware**, **Maryland**, **Virginia**, the **District of Columbia**, and **West Virginia**) was organized on August 29, 1918 with only two clubs. Now, over 100 years later, the Capital District remains active with **7** regions, **20** divisions and over **172** clubs.

For organizational purposes, groups of Kiwanis clubs are geographically clustered into **20** “divisions” which are supervised by a Lt. Governor. Several divisions are then grouped together into one of **7** “regions” which are each represented on the District Board of Trustees by a Regional Trustee.

2021 – 2022 Leadership Team				
Regions	Divisions	Executive Officers	Regional Trustees	Lt. Governors by Divisions
National Capital	1, 2, 3	<a href="#"><u>Elana Gardner</u></a> District Governor  <a href="#"><u>Jennifer Wolff</u></a> Governor-Elect  <a href="#"><u>Jeffrey Wolff</u></a> Executive Director  <a href="#"><u>Dennis Baugh</u></a> Immediate Past Governor  <a href="#"><u>Eric Fithyan</u></a> Immediate Past Governor (WV)	<a href="#"><u>Timothy Gillette</u></a>	1. <a href="#"><u>Serena Bell</u></a> 2. <a href="#"><u>Carolyn Richar</u></a> 3. <a href="#"><u>Marie Bowe-Quick</u></a>
Chesapeake	4, 5		<a href="#"><u>Joshua Hiscock</u></a>	4. <a href="#"><u>Krista Latchaw</u></a> 5. <a href="#"><u>Steven Cohen</u></a>
Mason Dixon	6, 7, 8		<a href="#"><u>Renee Mackey</u></a>	6. <a href="#"><u>Van Olmstead</u></a> 7. <a href="#"><u>Robert Force</u></a> 8. <a href="#"><u>Mary Hester Anton</u></a>
Heart of Virginia	9, 10, 11		<a href="#"><u>William Watson</u></a>	9. <a href="#"><u>Pam Warren</u></a> 10. <a href="#"><u>William Williamson</u></a> 11. <a href="#"><u>Barbara Dickinson</u></a>
Southeast Virginia	12, 13, 14		<a href="#"><u>Richard Pippin</u></a>	12. <a href="#"><u>Matthew Brent</u></a> 13. <a href="#"><u>Kenneth Surles-Law</u></a> 14. <a href="#"><u>Stephanie Welke</u></a>
Southwest Virginia	15, 16, 17		<a href="#"><u>Robert Lewit</u></a>	15. <a href="#"><u>Donald Witt</u></a> 16. <a href="#"><u>Sherry Charles</u></a> 17. <a href="#"><u>Kathy Still</u></a>
West Virginia	18, 19, 20		<a href="#"><u>Keith White</u></a>	18. <a href="#"><u>Alex Coogan</u></a> 19. <a href="#"><u>Otha Britton</u></a> 20. <a href="#"><u>Joel McNeely</u></a>

**Note:** Please click on any of the underlined names above to send correspondence to that individual (via email). For a list of clubs in each Division, please visit: [Link - Club Listings](#)

# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics

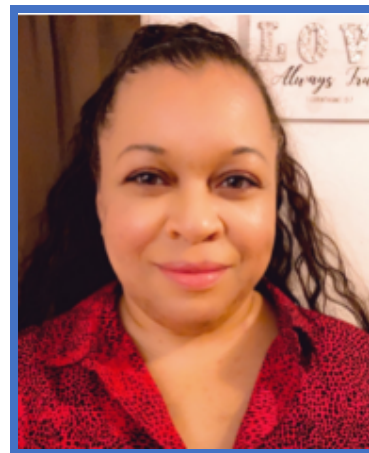


\*\*Please remember to go to the [Capital District Kiwanis Website](#) for the most up-to-date information

## 2021-22 GOVERNOR GOALS

Each year, the incoming Governor communicates his or her goals for the year. Goals are important because they give all members of the Capital District a set of objectives to strive for.

For the 2021 – 2022 Kiwanis year, Governor **Elana Gardner's** theme is ***Mending the World***. The following are specific goals for this Kiwanis calendar year.



### Gubernatorial Priorities (2021 – 2022)

1. **Improve the club experience** in order to:
  - a. Increase the value every Kiwanian finds in membership
  - b. Attract new members

This will include a personal “Welcome to Capital” by the Governor, encouraging clubs to recognize Legion of Honor anniversaries and celebrating the legacies of our members.
2. **Increase District membership by 10%** (455) through club growth and retention (An increase is to include up to 8 new club openings). This will be achieved through a 52-week Member Challenge, SLP Alumni recruitment, and a Ruby “K” sponsorship challenge.
3. Expand **Kiwanis Youth Programs** to positively impact more young people around the world and to develop tomorrow's leaders
4. Offer **monthly educational** and **training opportunities** to better prepare current and future leaders for success
5. **Support** our **Kiwanis Children's Fund** and meet The President's Challenge goal for the District by contributing a minimum of \$10/member
6. Support our **Capital District Kiwanis Foundation** fundraising efforts through Annual Club Gifts, Ducky Derby and Caring Corner Raffle
7. Achieve **100% Youth Protection Education** for clubs and **Background Checks** for all Kiwanis Advisors to SLP's in Capital
8. Nominate a **Teenager of the Year candidate** from all twenty divisions

We hope that you all have a great Kiwanis year and make a difference in the lives of children in your community and throughout the world. Let's ***Mend the World*** this year!

# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



### 2021 – 2022 LEADER INFORMATION

We appreciate all Kiwanians who volunteered for leadership positions during the 2021 – 2022 Kiwanis Year. Congratulations on your appointment! Below are some key points that the District would like to highlight for your position. Links to resources for Club Presidents, Secretaries, Treasurers, and Membership Committee leads are also listed below.



Individual Leadership Guide sections can be found on the Club EdHub (Club Education Hub) site on the Kiwanis International website - [EdHub Link](#).

### PRESIDENT

As President, your main objectives are to ensure your club runs effectively and to lead your club members in projects that benefit the community. You will oversee all club operations and inspire members to be active participants in the club's mission.

#### Key Responsibilities and Duties of the President

- Set goals for improving club members' experience and increase the club's impact in the community
- Inspire, counsel, and guide club leaders and members
- Establish a strategic plan for the club with the help of all Board members
- Facilitate fun, educational and efficient club meetings
- Communicate regularly with club members to keep them informed about the clubs' business and activities
- Support committee activity to ensure a successful club experience
- Develop initiatives to increase club membership
- Reward and recognize member and committee achievements
- Promote interclub and Division activities

#### Key Reminders for Presidents

- Encourage club leaders to participate in the education course provided for their roles
- Appoint and train committee chairs
- Provide club members with Kiwanis' Youth Protection Policy & Procedures / education
- Assure the timely submission of all IRS and Corporation required annual filings
- Keep track of goals needed to be met to make the distinguished club level
- Encourage district midyear, district convention, and KI convention attendance
- Contribute to club foundation, District foundation and/or the Kiwanis Children's Fund in the first quarter term as President

Presidents should organize and hold a **Planning Conference** with key club leaders prior to starting their term. The main purpose of this conference is to introduce leaders and their responsibilities, finalize goals/timelines for the year, and to review the club's preliminary budget. This meeting should be held by September 30<sup>th</sup>.



# CAPITAL DISTRICT KIWANIS

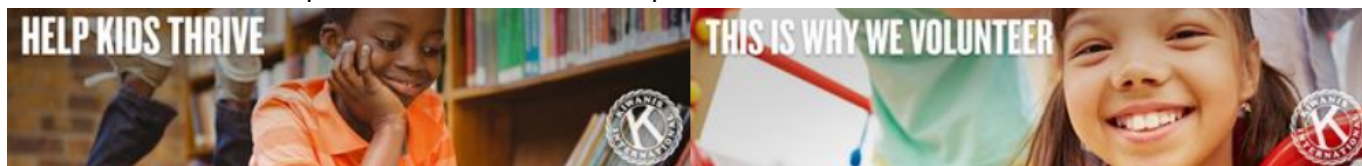
## Leadership Education Topics



Additional resources for incoming Presidents can be found at the following [link](#).

## SECRETARY

Club Secretaries ensure club operations run efficiently. The Secretary is responsible for managing a variety of activities that hold the club together. The Secretary works closely with the President and Board of Directors to report club activities and keep all club records on hand.



### Key Responsibilities and Duties of the Secretary

- Manages and maintains club and membership records
- Keeps minutes of club and board meetings
- Completes the club's monthly reports based upon Board/club meeting information and member service records
- Maintains the club's permanent files
- Acts as official contact for all club mail & correspondence
- Maintains insurance information, monthly reports, and other club records
- Performs other duties as assigned by the President or Board

### Key Reminders for Secretaries

- Monthly club reports are due by the 10<sup>th</sup> of each month (the 1<sup>st</sup> report for the 2021 – 2022 Kiwanis year is due November 10<sup>th</sup>)
- Members should be updated timely through the Secretary Dashboard. The club will be invoiced for all members on the dashboard on October 10<sup>th</sup>.
- IRS 990, 990-N, or 990-EZ forms should be turned in by February 15<sup>th</sup> each year. Coordinate with the Treasurer to ensure these forms are submitted each year and the Corporation annual filings as required.
- Secretaries are required to keep club records and files for the last 7 years
- Club Bylaws should be updated by the Secretary at the direction of the Board. Bylaws must be submitted through the Kiwanis online dashboard.
- The Annual report of club elections should be submitted by June 1<sup>st</sup> of each year
- Secretaries can also use the online dashboard to submit your club's voting delegates for Kiwanis International convention

### Online Reporting

Secretaries are required to use the Kiwanis One online tool found at <https://reporting.kiwanisone.org/> to report information to District leadership. The following information can be found and updated on this site:

- |                                  |                                 |
|----------------------------------|---------------------------------|
| • Member Admin/Management        | • Secretary Dashboard           |
| • Monthly Reports/Submission     | • Club Information              |
| • Monthly Report Summary         | • Club Election Report          |
| • Annual Reports                 | • ICON Convention Delegate Form |
| • Invoices                       | • SLP Information               |
| • Background Check Status/Launch | • Club Bylaws                   |

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## Leadership Education Topics



Additional resources for incoming Secretaries can be found at the following [link](#).

## TREASURER

Club Treasurers are responsible for communicating the club's financial position to the Board and membership, including maintaining the club's financial accounts and records. The treasurer often serves as an advisor to the club on financial matters, such as setting the club budget.

### Key Responsibilities and Duties of the Treasurer

- Collecting all funds due to the club and for keeping the records of membership fees and dues (unless delegated to the Secretary)
- Guides the board in preparing an annual budget before the start of the fiscal year
- Coordinates the collection and disbursement of money
- Responsible for keeping all bank accounts accurate and up to date
- Reconciles cash accounts on a monthly basis
- Prepares and disburses bills to members
- Analyzes return on investment from fundraising efforts

### Key Dates for Treasurers

- **Monthly**
  - Reconciles cash accounts
  - Provides a financial report to the board
- **Annually**
  - Audit of club accounts
  - Collect member dues
  - Prepares a financial summary of income and expenditures for the annual club meeting
  - Fills out and turns in IRS 990, 990-N, or 990-EZ forms by February 15<sup>th</sup> or Form 8976 (Immediately if the club was organized after July 8<sup>th</sup>, 2016) and the Corporation annual filings as required



### Club Accounts

Every club has a minimum of two accounts - the administrative account and the service account.

- **Administrative Account**
  - Source of Income: Dues, membership fees, meals, assessments
  - Covering expenses for: KI/District dues and conventions, magazine subscriptions, means, club newsletters, club programming expense, background checks for SLP Club Advisers\*, expenses related to liability insurance\*
- **Service Account**
  - Source of Income: Fundraising projects designated for service
  - Covering expenses for: Club service activities, charitable/educational/religious club activities, SLP expenses, District/KI education events, background checks for SLP Club Advisers\*, expenses related to liability insurance\*

\*Note: Liability insurance expenses and the cost of Criminal Background Checks for SLP Club Advisers may be paid out of the Administrative or Service account

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### New Prorated Dues Structure – Beginning October 1<sup>st</sup>, 2021

Effective October 1, 2021, **new members joining existing clubs** will be billed on a proration schedule based on the **month** they join Kiwanis.

The new methodology is as follows:

- The New Member Fee will be **eliminated** from Kiwanis International and all Kiwanis districts
- Anyone who **joins** a Kiwanis club **during the Kiwanis year** will be **charged prorated dues and fees, based on the month they join.**
- On each **subsequent October 1<sup>st</sup>** (the first day of the Kiwanis year), all members will then be assessed the annual dues-and-fees amount.

**Capital District Dues** for the 2021 – 2022 year are **\$32** and will also be prorated on a monthly basis, based upon member start date. A chart of Kiwanis International plus Capital District **new member dues** are shown below:

Kiwanis International and Capital District New Member Dues Structure Eff 10/01/2021			
Month	KI Dues/Mag/Ins	Capital Dues	Total New Member Dues
October	\$77.00	\$32.00	\$109.00
November	\$70.58	\$29.33	\$99.91
December	\$64.17	\$26.67	\$90.84
January	\$57.75	\$24.00	\$81.75
February	\$51.33	\$21.33	\$72.66
March	\$44.92	\$18.67	\$63.59
April	\$38.50	\$16.00	\$54.50
May	\$32.08	\$13.33	\$45.41
June	\$25.67	\$10.67	\$36.34
July	\$19.25	\$8.00	\$27.25
August	\$12.83	\$5.33	\$18.16
September	\$6.42	\$2.67	\$9.09



# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



### New Charter Members (New Clubs)

Also effective October 1, 2021, **new charter members of new clubs** also are billed on the same proration scheduled as existing clubs, but will be handled in the following manner:

- **The proration amount will be determined by the date of the organizational meeting of the new club as reported on the new club sheet to Kiwanis International**
  - All members of the new club will be charged the same amount no matter when they complete the application to join
- **Club opening team members will need to determine how much should be collected from the new members of the new club prior to beginning the club opening process**
  - The fee collected will be distributed to three areas:
    - Kiwanis International dues portion
    - District dues portion
    - Club portion to begin administrative fund
- **The proration amount determined by the organizational meeting is in effect until 90 days after the club has completed all paperwork**
  - After that date, new members are charged based on the month they join the new club
- **Other Items to Know**
  - Kiwanis International dues have not increased
  - Alumni of Key Club and Circle K continue to qualify for a two-year international dues waiver

**Please Note:** There is no longer a "charter fee" for new members of new clubs.

**For Example:** If a new club opened in October in Maryland, the club would be charged US\$77 for International dues and \$32 for district dues per new member (total of \$109). To begin the club's administrative fund, it might be determined each new member would be charged an additional set amount.



Additional resources for incoming Treasurers can be found at the following [link](#).



# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



### MEMBERSHIP COMMITTEE CHAIR

The Membership Committee Chair's goal is to keep your club strong and healthy. This helps create a club membership experience that is rewarding for current members and inviting to others. Clubs need members to follow through with their mission, build effective leaders, and create an overall positive experience for their club.

#### Key Responsibilities and Duties of the Membership Committee Chair

- Invite new members, engage existing members and increase the visibility of the club in your community
- Meet regularly with committee members and prospective members
- Set membership goals with the Board
- Plan membership drives and special member events
- Conduct a member satisfaction survey and community survey (annually)
- Work with other committees to determine how service projects and events can lead to new membership opportunities
- Plan and conduct (or assist with) new-member orientation

#### Member Sources

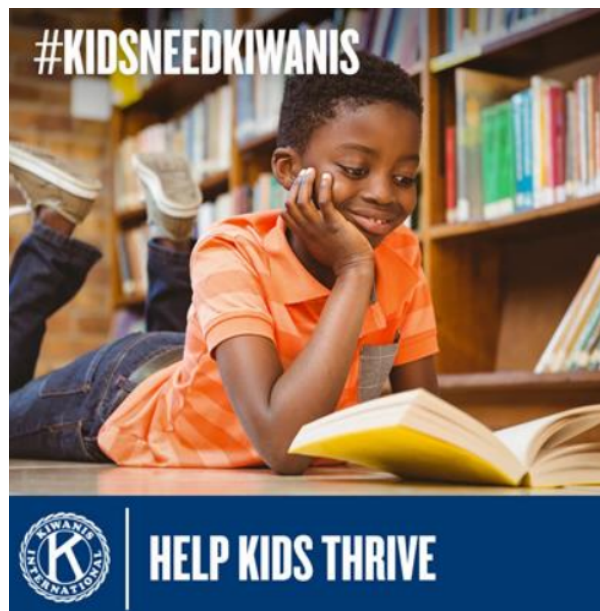
Members come from many different places. Educate members on ways to reach out to perspective members.

Consider:

- Open houses
- Friends of members
- Leads from the 'Find a Club' resource
- Service event volunteers

#### Flex Memberships

- **Corporate Memberships**
  - For companies or small businesses who wish to join Kiwanis
  - The company is represented at meetings and events by a designated employee(s)
- **SLP Alumni**
  - For former Key Club and CKI members who graduate and wish to join Kiwanis
  - KI new member fees and KI dues are waived (KI dues: 2 years waived)
- **Satellite Groups**
  - Retains an affiliation with a host/parent club, which authorizes service and fundraising activities
  - Members of a satellite remain focused on service rather than administrative concerns and attending meetings



**\*\*Remember that clubs can be formed or re-branded around a common goal or concept like Kiwanians that love cars, want to end Hunger in schools, or individuals that support a common team, sport, community goal, etc.\*\*** Additional resources for incoming Membership Committee information can be found at the following [link](#).

# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



### CLUB SUPPORT RESOURCES

You don't have to do it alone!! The Capital District hierarchy is set up in a way that all Clubs should be **supported** throughout the Kiwanis year. There are many resources available to your club so please USE THEM!! The following chart describes 3 excellent resources for your Club.

Remember to give resources a calendar or advanced notice on upcoming events!!

Information	Lieutenant Governor (LTG)	Certified Club Coach	Trustee
<b>Main Role</b>	*Communicates the <b>vision</b> and <b>messages</b> of the Capital District Governor & KI to Club leadership and Club members	*Help Clubs develop <b>long-term goals</b> for service and membership – while helping to <b>monitor</b> member engagement and <b>suggesting</b> improvements	* <b>Governance</b> of the <b>District</b> on behalf of clubs and members *Offers <b>assistance</b> and <b>mentorship</b> to the LTG
<b>Reports To</b>	Governor	Membership Committee Chair & Governor	Governor
<b>How They Can Help Your Club?</b>	*Ensure clubs are running at <b>peak levels</b> to achieve & improve upon <b>member experience</b> *Communicates District & KI <b>messages</b> to all clubs *High level <b>resource</b> to all clubs (questions / advice) *Ensure all District & KI <b>policies</b> are complied with *Help set-up <b>interclub</b> visits	*Use as a “ <b>Think Tank</b> ” or club consultant *Assist with the <b>transition</b> of officers *Help conduct <b>club</b> or <b>community surveys</b> *Develop <b>annual plan / budget</b>	*Answer District & KI <b>questions</b> *Work with the LTG & Presidents on club <b>policies, regional service ideas</b> , etc. *Present ideas and issues to the <b>District Board</b>
<b>Visits (In-person or Remote)</b>	*At least one visit / quarter *Division Council Meetings *Invite to meetings / service opportunities	*As needed or invited, please ask! *Club coaches will meet on an on-demand or recurring basis	*Division Council Meetings *Invite to meetings/service opportunities
<b>How to Get in Contact with this Resource</b>	*Ask Club President	*Ask LTG or Membership Committee Chair (John Morris) for contact information	* Ask Club President or LTG

# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



## CAPITAL DISTRICT COMMITTEES & SUPPORT

There are many dedicated Kiwanians that serve on district committees as well as act as support staff to the District Board. These individuals are a resource to you and your club in the areas in which they specialize. Please feel free to contact the appropriate district chair if your club needs more information. Key committees and Chairs are listed below. A full list can be found here: [Link - Committees](#)



Committees & K-Family Programs	Chairperson
Aktion Club	<a href="#">Jennifer Hiscock</a> (Ellicott City)
Achievements & Resolutions	<a href="#">Dennis Baugh</a> (Harrisonburg)
Builders Club	<a href="#">Jamie Moore</a> (Chester)
Bylaws & Policies	<a href="#">Serena Bell</a> (Washington)
Circle K (CKI)	<a href="#">Matt Brent</a> (Northern Neck – Kilmarnock)
DEI Taskforce Chair	--
District Convention	<a href="#">Krista Latchaw</a> (Severna Park)
Finance	<a href="#">Dennis Baugh</a> (Harrisonburg)
Human & Spiritual Values	<a href="#">Carolyn Richar</a> (Fairfax)
Key Club – Capital	<a href="#">Joe Stankus</a> (Tuckahoe)
Key Club – West Virginia	<a href="#">John Kyle</a> (Barboursville)
Key Leader	<a href="#">Missy Zimmerman</a> (Williamsburg)
K-Kids	<a href="#">Justin Garrow</a> (Canton-Fells Point)
Leadership Development / Education	<a href="#">Krista Latchaw</a> (Severna Park)
Long Range Planning	<a href="#">Jerry Jones</a> (Mo. Co.-Blacksburg)
Meetings	<a href="#">Jeffrey Wolff</a> (Tysons)
Membership	<a href="#">John Morris</a> (Richmond)
Mid-Year Conference (Williamsburg)	<a href="#">Dave Rothberg</a> (Toano)
On-to-Convention (Indianapolis)	<a href="#">Christine Johnson</a> (Chincoteague)
Past Governors	<a href="#">David Lurie</a> (Tysons)
Past LTG Chairperson	<a href="#">Chris Bryant</a> (Lynchburg)
Public Relations	<a href="#">Eric Lamb</a> (Charlottesville)
Service	<a href="#">Dave Rothberg</a> (Toano)
Teenager of the Year	<a href="#">Judy Pantelides</a> (Downtown Hampton)
Young Children	<a href="#">Sam Bosserman</a> (Waynesboro)

# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



There are also individuals who contribute via District Staff Positions in the District. Those individuals are listed below and are an excellent resource in their areas.

Title	Name
Executive Director	<a href="#">Jeffrey Wolff</a>
District Editor / Designer	<a href="#">Jennifer Wolff</a>
The Eliminate Project	<a href="#">John Tyner</a>
Historian	John Fox
Kiwanis Children's Fund	<a href="#">Dennis Baugh</a>
Risk Manager	<a href="#">April Gassler</a>
Youth Protection Manager	<a href="#">Joshua Hiscock</a>
District Partnership Coordinator	<a href="#">Ron McCallum</a>

## SERVICE LEADERSHIP PROGRAMS (SLP)

Service is the backbone of the Capital District Kiwanis and its members. Clubs in the Capital District sponsor service clubs at all levels.

Service Club	Members & Mission	Link
Aktion Club 	<b>11K Members:</b> Adults (18+) with a disability. <b>Mission:</b> To provide adults with disabilities an opportunity to develop initiative, leadership skills and to serve their communities	<a href="#">Aktion Club Site</a>
Circle K International (CKI) 	<b>11K Members:</b> Students enrolled in higher education <b>Mission:</b> To develop college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service	<a href="#">CKI Site</a>
Key Club 	<b>251K Members:</b> High school students (14-18 yrs) <b>Mission:</b> An international, student-led organization providing members with opportunities to perform service, build character, and develop leadership	<a href="#">Key Club Site</a>
Builders Club 	<b>46K Members:</b> Middle school students (11-14 yrs) <b>Mission:</b> An international, student-led organization providing members with opportunities to perform service, build character, and develop leadership	<a href="#">Builders Club Site</a>
K-Kids 	<b>36K Members:</b> Elementary school students (6-12 yrs) <b>Mission:</b> An international, student-led organization providing members with opportunities to perform service, build character, and develop leadership	<a href="#">K-Kids Site</a>







# CAPITAL DISTRICT KIWANIS

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Two programs in particular have leadership at the District level – CKI and Key Club. The chart below details information regarding Capital District CKI and Key Club leadership.

Program	Leadership	Website
 Capital District CKI	<u><a href="#">TaNiya Bellamy</a></u> – District Governor <i>Virginia State University</i> <u><a href="#">Gina Alfred</a></u> – District Sec/Treasurer <i>George Mason University</i> Kiwanis Administrator: <u><a href="#">Matt Brent</a></u>	<u><a href="http://www.cdcki.org/">http://www.cdcki.org/</a></u>
 Capital District Key Club	<u><a href="#">Macy Lindblom</a></u> – Capital District Governor <i>West Potomac HS; Alexandria, VA</i> <u><a href="#">Anna Walters</a></u> – West Virginia Governor <i>Washington HS: Charles Town, WV</i> <u><a href="#">Aaron Chen</a></u> – District Sec/Treasurer <i>Lake Braddock School, VA</i> Kiwanis Administrator: <u><a href="#">Joe Stankus</a></u> <u><a href="#">John Kyle</a></u>	<u><a href="https://www.capitalkeyclub.org/">https://www.capitalkeyclub.org/</a></u>

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## DISTRICT COMMUNICATIONS

District Communications come in different formats to make it easier for individuals to get the information they need at the time they need it. The following resources are available to all Capital District Kiwanians:



- **Capital District Website**
  - Site: [capitaldistrictkiwanis.org](http://capitaldistrictkiwanis.org)
  - The website is a highly valuable resource for all clubs and individuals
  - Resources on the site include: Current news & events, District history/leadership, education resources, Capital District Foundation information, and much more!
- **Board Operations Communications**
  - Distribution via website: [Board Operations Link](#)
  - Board information is readily available and posted on the Board Operations page of the website
  - Resources on the site include: Kiwanis/Key Club/Circle K Financial Statements, IRS Forms, Board Meeting materials/minutes, etc.
- **The Capital Kiwanian**
  - Distribution via website or email: [Capital Kiwanian Link](#)
  - *The Capital Kiwanian* is a full-color online magazine published 6 times per year (every other month)
  - It contains messages from the Governor and Leadership team, event reminders, and great articles about the club service projects, celebrations, and announcements
- **Facebook Posts**
  - Site: <https://www.facebook.com/CapitalKiwanis/>
  - Facebook posts contain current information regarding news and events
  - This social media platform is updated regularly and also contains broader information from Kiwanis International

**\*IMPORTANT NOTE\*: Please ensure you have entered the proper and valid [email address](#) in the Secretary Dashboard to receive email communications from Kiwanis international and the Capital District.**

# CAPITAL DISTRICT KIWANIS

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## CAPITAL DISTRICT FOUNDATION

The Capital District Kiwanis Foundation works in partnership with Capital District Kiwanis International to make a difference in the life of a child. The Foundation benefits:

- Pediatric Trauma Centers
- Club Grants
- Teenager of the Year
- Turner Scholarship



This is done by grants given to area Kiwanis clubs for community service projects, donations given to our eight Pediatric Trauma Centers, and the scholarships awarded annually. The Capital District Foundation page is located here: [CDK Foundation](#).

Clubs have the honor of raising funds for the Foundation through donations (suggested \$3 per member per year), District recognitions, and time-honored events such as the Caring Corner and Ducky Derby (at the annual District Convention).

For recognition of members, the following Capital District awards should be considered by the club President and Secretary. All gifts benefit the Capital District Foundation ([Capital District Recognition Page](#)). Donations types include:

Type of Recognition	Monetary Level	Items Received
In Memoriam	\$100	Banner patch
Life Member Recognition	\$150	Certificate, pin, & banner ribbon
Youth Outreach Program	\$200	Banner ribbon
Patron Recognition (New)	\$300	Certificate, pin, & banner ribbon
President's Circle (New)	\$500	Desk clock, pin, & banner ribbon
Founder's Society	\$1,000	Plaque, medallion, & pin
Tablet of Honor	\$1,250	Plaque

If you would like to honor one of your club members, please access our recognition form at <https://tinyurl.com/FoundationRecognition>. All recognition items can be shipped directly to the recipient or to another member of the club should you wish to keep the recognition a surprise.

**New this year!! The Foundation just launched a sustained donor giving campaign. The direct link to donor campaign can be found [HERE](#).**

The new Facebook Page for the Foundation can be found [HERE](#).



## YOUTH PROTECTION POLICIES & PROCEDURES

Kiwanis International holds itself and its members to the highest standards of conduct and awareness. Kiwanis members must know how to protect the youth with whom we interact. When we all share this commitment, we also protect ourselves and the organization we value.

Kiwanis International has taken extensive action to equip Kiwanis clubs, districts, and Service Leadership Programs with the tools to provide safe and secure environments for youth.

Click [here](#) for more information on Kiwanis Youth Protection including:

- Policies & Procedures
- Background Checks
- Helpline Information
- Online Training
- Sample Forms
- Youth Protection Week



Youth Protection education should be conducted on a yearly basis for all members and recorded in the Secretary Dashboard.

### Background Checks

Kiwanis Club members that participate in SLP Activities (Kiwanis Advisors) are required to have a background check – conducted and verified by Kiwanis International (Safe Hire Solutions). Clubs are strongly encouraged to run confidential background checks for all adults who will work directly with youth inside/outside of schools.

To complete a background check:

- The club Secretary logs into the Member Tab in the Secretary Dashboard and clicks on the envelope icon to the far right of the member's name to initiate a background check
- An email will appear for the Secretary to insert the member's email address and then click "send". This is a member specific letter, and no other member can use the links on another's email.
- The member will be required to furnish their personal information and payment. The cost is \$25 and may be reimbursed by the club through their Service or Admin account.
- Within 1-2 weeks, the Secretary can visit the Member Tab to see if the box is 'checked'
  - o If the box is checked, this means the member has a clear background check
  - o If the box is not checked, that means the criminal background check has not been submitted, is still pending, or is not "clear".
- If the member has not been cleared, the Secretary (only) will receive a letter from Kiwanis International stating such. The Secretary must then contact the District's Youth Protection Manager for guidance.

A video of the *Youth Protection and You* educational video can be viewed on The Capital District YouTube channel [HERE](#)



# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



### CLUB INSURANCE

The Club Insurance Resource Guide is published each year and sent to each Club Secretary each year in November

## Kiwanis<sup>®</sup> Insurance

- Visit the Kiwanis Risk Management Page at [www.KiwanisOne.org/liability](http://www.KiwanisOne.org/liability) to download the current Club Insurance Resource Guide, Directors and Officers Insurance information, and a Certificate of Insurance (US)
- If possible, each Club should appoint a Risk Manager (Insurance industry or Law experience preferred) who can:
  - o Evaluate the Club's risk exposure for all events
  - o Provide information in risk exposure to Club members on an annual basis
  - o Identify elevated risks when working with our SLP youth
- It is highly recommended that your club reads the [Club Insurance Resource Guide](#) for information on specific scenarios (e.g., FAQs pg. 3 – 5, Alcohol guidelines pg. 7)
- The District's Risk Manager, [April Gassler](#), can also be contacted with any questions
- **Note:** Ask your LTG for a COVID waiver and present to attendees prior to events/meetings.

### AWARDS & RECOGNITION

Take time to celebrate contributions and achievements for your club member. It's a great way to let members know that the club appreciates them – and it helps keep your club motivated throughout the year.

Clubs can recognize individuals through Kiwanis International. KI awards include, among others:

- Life Member status
- Legion of Honor
- Ruby K pin
- Kiwanis Children's Fund – George F. Hixson Fellowship



Individual clubs can be recognized as **Distinguished Clubs or Distinguished Divisions** for the District if they meet certain criteria during the 2021 – 2022 Kiwanis year.

#### Distinguished Division Criteria

1. Submitting a nomination for Teenager of the Year
2. Increase in new members with a net gain in membership in the Division
3. Opening of a new club within the Division or significantly supporting another Division in its opening of a new club
4. Achieve Kiwanis Children's Fund President's Challenge Goal
5. Achieve Governor's Challenge Goal for support of District Kiwanis
6. 100% Club Annual Review of Youth Protection Guidelines
7. Kiwanis Family Relations outreach

#### Distinguished Club Criteria

1. Increase in membership by the club

# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



2. Participation by the club leadership in club officer education.
3. Sponsorship/support of Service Leadership Programs.
4. Achieve Kiwanis Children's Fund Today Club Blue level (\$10/member)
5. Support District Kiwanis foundation fundraising efforts
  - a. ACG \$5/member
  - b. Ducky Derby 3 tickets per member
  - c. Caring Corner basket donation
6. Club attendance at conventions and conferences.
7. Kiwanis One Day Service or Signature Project

Details on additional KI awards and how to obtain these honors can be found on the KI Website - [KI Awards](#).

## EVENTS

The following events are scheduled in the 2021 – 2022 Kiwanis Administrative Year:

- **2022 Capital District Midyear Conference / CKI District Convention**

- Timing: March 4<sup>th</sup> – 6<sup>th</sup>, 2022
- Location: Great Wolf Lodge, Williamsburg VA

- **2022 Key Club Convention**

- Timing: March 25<sup>th</sup> – 27<sup>th</sup>, 2022
- Location: Hyatt Regency Crystal City, Arlington VA

- **2022 Kiwanis International Convention**

- Timing: June 8<sup>th</sup> – 11, 2022
- Location: JW Marriott, Indianapolis IN

- **2022 Key Club International Convention**

- Timing: July 6<sup>th</sup> – 10<sup>th</sup>, 2022
- Location: Washington DC

- **2022 Capital District Kiwanis Convention**

- Timing: August 19<sup>th</sup> – 21<sup>st</sup>, 2022
- Location: Sheraton Inner Harbor, Baltimore MD



# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



### KIWANIS EDUCATION

Your Kiwanis Education team is there to support you in any and all activities **throughout the entire Kiwanis year**. We want to give you the materials to be successful and get you the information that you need to do your job.

Information & programs include:

- **Education Website** – Check out our Education website where we have many resources for your use. You can find it under the:  
**Capital District Kiwanis Site Resources**  
[Kiwanis Education](#)
- **YouTube Channel** – Did you know the Capital District has a YouTube Channel? Why, yes we do! This channel is a repository for videos that we've compiled over the past year. The channel includes recordings from the 5 O'clock Somewhere series, Mid-Year Conventions, and sessions from the District Education & Leadership Conference. We'll be adding more this year so check it out: [Capital District YouTube Channel](#)
- **5 O'clock Somewhere Series** – The 5 O'clock Somewhere series is a monthly educational series to keep Capital District Kiwanians up-to-date on our most 'talked about' issues. The series is held via Zoom on the last Thursday of each month (barring holidays). Bring a drink and enjoy in the fun!
- **Amplify Program** - Kiwanis Amplify is a leadership program for those who want to *amplify* their ability to lead a team. Participants will explore the value of servant leadership, discover their personal strengths so they can lead confidently and successfully, and strengthen the ability to lead others in a strategic manner – among many other topics. This program will be offered next April. Please see future communications to sign up.
- **Can You Help Me Find?....** – YES!! Our team can help you find what you are looking for or we will custom make documentation for you. Please go to our Capital District Education website or click [HERE](#) to ask us a question. We are here to help!!





## HELPFUL WEBSITE RESOURCES

The following are helpful online resources to all Capital District Kiwanians and leaders (compiled by Dave Rothberg):

### CAPITAL DISTRICT KIWANIS WEBSITE

<https://CapitalDistrictKiwanis.org>

**NOTE \*\*** Wherever there are blue, underlined words, you can click on the words to directly connect to that specific section

Top of Page Tabs and Links:

- [Home](#) – Capital District Kiwanis and “What Is Kiwanis?”
- [About Us](#) – Drop-Down menu options
  - [History](#) – clubs, divisions and more ....
  - [Club listings](#) – sorted by Division, and includes each club key number
  - [District Leadership](#) – Board of Trustees, Executive Committee & LTGs
  - [Governor-Elect Candidates](#) – as announced, for current Kiwanis year
  - [Committees & Support Staff](#) – current year
  - [Past Governors](#) - from 1919 until today
  - [Capital District Circle K](#) – includes link to Capital District Administrator
  - [Capital District Key Club](#) – includes link to Capital District Administrator
  - [Kiwanis International](#) – home page for Kiwanis International
- [Resources](#) – Drop-Down menu options
  - [Board Operations](#) – Board meeting materials
  - [Kiwanis Education](#) – 5 O'clock Somewhere, Club Leadership Education
  - [The Capital Kiwanian](#) – current and past copies of District publication
  - [Governing Documents](#) – District By-laws and Policy
  - Membership Directory (password required)
  - [Recognition](#) – member, club and division programs
  - [Signature Projects](#) – details for KI recognition program
  - [Teenager of the Year](#) – overview, criteria/timeline & app guidelines



# CAPITAL DISTRICT KIWANIS

## Leadership Education Topics



- [Events](#) – Drop-Down menu options
  - [2021 District Education & Leadership Conference](#) (August 20-22)
  - [2021 Virtual Mid Year Conference](#) (March 6, online)
  - [Key Leader](#) (May 14-15, online)
  - [2020 Virtual Conference](#) (August 21-22, online)
  - [2020 District Mid Year Conference](#) (February 28-March 1)
  - [2019 District Convention](#) (August 23-25, Portsmouth)
- [District Calendar](#) – click here and search by month and day
- [Foundation](#) - Drop-Down menu options
  - [Meet the Board](#) – current Board of Directors and Committees
  - [What We Do](#) – key programs, including [Club Grants](#) and [Scholarships](#)
  - [Fundraising](#) – [donations](#), [Ducky Derby](#), Caring Corner, [apparel](#) +
  - [Donate to Help](#) – Individual and [Club Giving](#) and recognition programs
  - [Resources](#) – Board minutes, governing documents, flyers and more ...
  - [History](#) – 1972 - , [Past Presidents](#), contributions to Pediatric Hospitals
  - [Foundation Blog](#) – articles and updates

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### ADDITIONAL LINKS

- [Kiwaniis International](#)
- [About Kiwanis](#)
- [Kiwaniis Children's Fund](#)
- [Kiwaniis Shop](#)
- [Kiwaniis Family Store](#)
- [Shop Kiwanis .com](#)
- [Kiwaniis Magazine](#)
- [Find A Club](#)
- [Ways To Join](#)
- [Types of Clubs](#)
- [Member Resources](#)